

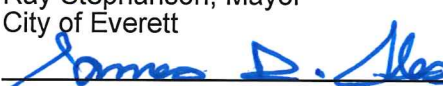


Washington State Military Departments AMENDMENT

1. SUB-GRANTEE NAME/ADDRESS: Everett Office of Emergency Management 2801 Oakes Avenue Everett, WA 98201-3629		2. GRANT AGREEMENT NUMBER: E15-137	3. AMENDMENT NUMBER: A
4. SUB-GRANTEE CONTACT, NAME/PHONE/EMAIL: Lynn Sterbenz, 425-257-811 lsterbenz@everettwa.gov		5. DEPARTMENT CONTACT, NAME/PHONE/EMAIL: Sierra Wardell, 253-512-7121 Sierra.wardell@mil.wa.gov	
6. TIN or SSN: 91-6001248	7. CATALOG OF FEDERAL DOMESTIC ASST. (CFDA) #: 97.042 EMPG	8. FUNDING SOURCE NAME/AGREEMENT #: EMW-2014-EP-00033-S01	
9. FUNDING AUTHORITY: Washington State Military Department (Department) and Department of Homeland Security (DHS)			
10. DESCRIPTION/JUSTIFICATION OF AMENDMENT: <p>Cost savings occurred in Planning>Salaries & Benefits due to the vacancy of the Planning & Operations Coordinator which will not be filled before the end of this performance period and in Organizational> Goods and Services due to contracted services being less than the original quote resulting in the need for a Budget modification. The savings will be allocated to Equipment to purchase two replacement portable generators, which were recently stolen, for the mobile disaster shelter and to Planning>Goods & Services to print the updated Comprehensive Emergency Management Plan and to Training>Goods & Services to upgrade and replenish CERT training materials and supplies. The Work Plan has been updated to include the additional expenditures. Additionally, in the 14EMPG application, funding for salaries and benefits for the Public Education Coordinator position was identified as the required match amount but due to position vacancy, local funds for the salaries and benefits for the Director's position will be substituted for this grant agreement.</p> <p>Due to the jurisdiction's internal processing time for signature through the City Council, a month extension is required as well.</p> <p>This amendment also updates the Department's Key Personnel.</p>			
11. AMENDMENT TERMS AND CONDITIONS: 1. The overall grant agreement amount of \$66,248 remains unchanged . 2. Change the grant agreement end date from August 31, 2015 to September 30, 2015. 3. Update original Article I, Key Personnel, Exhibit A as follows: a. Change Key Personnel from Kristin Ramos to Sierra Wardell, sierra.wardell@mil.wa.gov , (253) 512-7121 4. Replace the original Approved Work Plan Exhibit C with the attached Revised Work Plan Exhibit C. a. Additions depicted in gray highlight 5. Replace the original Milestone, Timeline Exhibit D with the Revised Milestone, Timeline Exhibit D. a. Additions depicted in gray highlight 6. Replace the original Budget Sheet, Exhibit E, with the Revised Budget Sheet, Exhibit E.			
This Amendment is incorporated in and made a part of the Grant Agreement. Except as amended herein, all other terms and conditions of the Grant Agreement remain in full force and effect. Any reference in the original Grant Agreement or an Amendment to the "Grant Agreement" shall mean "Grant Agreement as amended". The Department and Sub-grantee acknowledge and accept the terms of this Amendment as identified above, effective on the final date of execution below. By signing this Amendment, the signatories warrant they have the authority to execute this Amendment.			
IN WITNESS WHEREOF, the parties have executed this Amendment:			
FOR THE DEPARTMENT:  Signature _____ Date <u>7/14/2015</u> Richard A. Woodruff, Contracts Administrator Washington State Military Department		FOR THE SUB-GRANTEE:  Signature _____ Date <u>6-29-15</u> Ray Stephanson, Mayor City of Everett  Signature _____ Date <u>6/29/15</u> James D. Isles Everett City Attorney	
BOILERPLATE APPROVED AS TO FORM Brian E. Buchholz (signature on file) 8/27/2014 Assistant Attorney General			

Form Date: 10/27/00

ATTEST:


 City Clerk

REVISED 14EMPG WORK PLAN**Emergency Management Organization:** Everett Office of Emergency Management

The purpose of EMPG is to assist with the enhancement, sustainment and improvement of state, local, and tribal emergency management programs. Activities conducted using EMPG funding should relate directly to the five elements of emergency management: prevention; protection; response; recovery, and mitigation. Washington State does not require a specific number of activities to receive EMPG funding. However, there are required capabilities that must be conducted in order to remain eligible for EMPG funding, including but not limited to the ability to communicate and warn, educate the public, train and exercise, plan and be NIMS compliant. The Work Plan delineates the EMO's emergency management program planning and priority focus for this grant cycle (to include 14EMPG grant and local funds).

Program Area #1			Planning
Update Comprehensive Emergency Management Plan and facilitate planning and program development for all city departments in accordance with the Plan.			
Emergency Management Function:			Operational Planning
#	Activity		Sustainment or Enhancement
ACTIVITIES	1	Emergency Management Liaison Committee Meetings	Sustainment
		Description: Conduct monthly Emergency Management Liaison Committee (EMLC) meetings a minimum 8 times during the performance period.	
	2	Update the Everett Comprehensive Emergency Management Plan	Sustainment
		Description: Update, print, and distribute the Everett Comprehensive Emergency Management Plan with input from the EMLC and based upon lessons learned from exercises and activations.	

Program Area #2		Training	
Provide incident command system, emergency preparedness, response, mitigation and recovery training opportunities to the employees and citizens of Everett.			
Emergency Management Function:		Training	
#	Activity	Sustainment or Enhancement	
ACTIVITIES	1	Community Emergency Response Team (CERT) Training	
		Enhancement	
	Description:	Conduct 2 Community Emergency Response Team (CERT) Trainings within the performance period, with class preference given to those who live and/or work in Everett city limits.	
	2	Local Jurisdiction Training Collaboration	
		Enhancement	
	Description:	Assist City of Everett Departments, as well as local private and public sector in the planning, facilitating, and evaluating of locally planned trainings exercises.	
3	Map Your Neighborhood (MYN)		
	Enhancement		
Description:	Conduct at least 7 3 Map-Your-Neighborhood presentations and 1 Train-the-Trainer Facilitator Course during the grant performance period.		

Program Area #3	Public Information and Warning
Test the City's capabilities to recall its employees and volunteers in disaster, as well as disseminate critical information to the public.	

Emergency Management Function:		Communications and Warning
#	Activity	Sustainment or Enhancement
ACTIVITIES	1	MyStateUSA Systems Testing
	<i>Description:</i>	Test the City's web-based emergency notification system (AlertSense/MyStateUSA) at eight- at least ten times during the grant performance period.

Program Area #4		Exercises
Put emergency management trainings into practice and identify capability improvement areas for city departments, local and regional partners, public sector, and volunteers.		
Emergency Management Function:		Exercises, Evaluations and Corrective Actions
#	Activity	Sustainment or Enhancement
ACTIVITIES	1	Table Top Exercise
	<i>Description:</i>	Conduct a minimum of one Table Top Exercise to test emergency management plans and identify gaps in all hazards response
	2	Functional Exercise
	<i>Description:</i>	Conduct a minimum of one functional exercise to test improvements made as a result plans revisions to close identified response capabilities gaps
	3	Full Scale Exercise
	<i>Description:</i>	Conduct a minimum of one full scale exercise to evaluate overall plans' effectiveness in response to all hazards incidents

Program Area #5		Equipment
Restore power capabilities to the Everett Mobile Disaster Shelter.		
Emergency Management Function:		Facilities
#	Activity	Sustainment or Enhancement
ACTIVITIES	1	Portable Generators
	<i>Description:</i>	Purchase two portable generators for the Everett Mobile Disaster Shelter (to replace the two which were stolen from the Mobile Disaster Shelter trailers in February, 2015).

REVISED MILESTONE TIMELINE**FFY14 Emergency Management Performance Grant Program**

MILESTONE	TASK
June 1, 2014	Start of Grant Agreement performance period.
December 31, 2014	Submit reimbursement request
March 31, 2015	Submit reimbursement request
June 30, 2015	Submit reimbursement request
August 31, 2015 September 30, 2015	End of grant performance period.
November 15, 2015	Submit final reimbursement request, additional reports, and/or deliverables.

REVISED Budget Sheet**FFY14 Emergency Management Performance Grant Program**

14EMPG Grant Award	\$66,248.00
Adjustment	\$0.00
Amended 14EMPG Grant Award	\$66,248.00

SOLUTION AREA	BUDGET CATEGORY	Original Amount	Modification	Amended Amount	NARRATIVE
PLANNING	Salaries & Benefits	\$ 50,433	\$ (12,615)	\$ 37,818	Emergency Planning & Ops. Coord
	Overtime/Backfill	\$ -	\$ -	\$ -	
	Consultants/Contractors	\$ -	\$ -	\$ -	
	Goods & Services	\$ -	\$ 5,000	\$ 5,000	Printing costs of CEMP
	Travel/Per Diem	\$ -	\$ -	\$ -	
	Indirect	\$ -	\$ -	\$ -	
	Subtotal	\$ 50,433	\$ (7,615)	\$ 42,818	
ORGANIZATIONAL	Salaries & Benefits	\$ -		\$ -	
	Overtime/Backfill	\$ -		\$ -	
	Consultants/Contractors	\$ -		\$ -	
	Goods & Services	\$ 15,815	\$ (5,115)	\$ 10,700	AlertSense/MyState annual contracted services, Ricoh copier monthly lease & copy fees
	Travel/Per Diem	\$ -		\$ -	
	Indirect	\$ -		\$ -	
	Subtotal	\$ 15,815	\$ (5,115)	\$ 10,700	
EQUIP	Equipment	\$ -	\$ 8,350	\$ 8,350	portable generators
	Indirect	\$ -	\$ -	\$ -	
	Subtotal	\$ -	\$ 8,350	\$ 8,350	
TRAINING	Salaries & Benefits	\$ -	\$ -	\$ -	
	Overtime/Backfill	\$ -	\$ -	\$ -	
	Consultants/Contractors	\$ -	\$ -	\$ -	
	Goods & Services	\$ -	\$ 4,380	\$ 4,380	CERT Training materials and supplies
	Travel/Per Diem	\$ -	\$ -	\$ -	
	Indirect	\$ -	\$ -	\$ -	
	Subtotal	\$ -	\$ 4,380	\$ 4,380	
TOTAL Grant Agreement Contract					
AMOUNT:		\$ 66,248	\$ -	\$ 66,248	

- Subgrantee will provide a match of \$66,248 50% of the total project cost (local/tribal budget plus EMPG award), of non-federal origin.
- Cumulative changes to budget categories in excess of 10% of the grant agreement award will not be reimbursed without prior written authorization from the Department.
- This award will not be used to supplant the local/tribal funds.
- The Department's Reimbursement Spreadsheet will accompany each reimbursement request submitted.
- The Sub-grantee agrees to make all records available to Military Department staff, upon request.

Funding Source: U.S. Department of Homeland Security - PI# 743PT – EMPG

Amendment

EVERETT CITY COUNCIL AGENDA ITEM COVER SHEET

PROJECT TITLE:

Amendment "A" to Contract
E15-137 with the Washington
State Military Department
amending work plan, timeline
and extending the contract date
to September 30, 2015 at no
cost to the City

____ Briefing
____ Proposed Action
____ Consent
____ Action
____ First Reading
____ Second Reading
____ Third Reading
____ Public Hearing
____ Budget Advisory

COUNCIL BILL #

Originating Department

Contact Person

Phone Number

FOR AGENDA OF

____ Fire

____ Murray Gordon

____ 425/257-8101

____ June. 17, 2015

Initialed by:

Department Head

CAA

Council President

____ *JB*
____ *SB*

Location

Preceding Action

Attachments
Amendment

Department(s) Approval
Fire

Amount Budgeted	-0-	002-333-9704-200
Expenditure Required	\$66,248.00	Account Number(s) 032-515-0001-110, 032-515-0001-210, 032-515-0001-410, and 032-515-0001-450
Budget Remaining	-0-	
Additional Required	-0-	

DETAILED SUMMARY STATEMENT:

The Department of Homeland Security Emergency Management Performance Grant funds are allocated to local jurisdictions to support their local emergency management operating budget in an effort to enhance their programs. Amendment 'A' to contract E15-137 with the Washington State Military Department provides some changes to the grant including the end date from August 31, 2015 to September 20, 2015. The grant amount of \$66,248 remains unchanged.

RECOMMENDATION (Exact action requested of Council):

Authorize the Mayor to sign Amendment "A" to Contract E15-137 with the Washington State Military Department amending work plan, timeline and extending the contract date to September 30, 2015 at no cost to the City.

*Council approved
on 6/24/15 SJ*